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# US Department of Education

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## **FAFSA on the Web Redesign Use Case Specification: Federal School Code Verify Standalone**

**Version 4.3**

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

## Revision History

Date	Version	Description	Author
11/8/00	1.0	Federal School Code Verify Standalone	Modernization Partner
11/21/00	2.0	Added Field validation Consistent page title / Sandy	Modernization Partner (Nan Li)
11/21/00	3.0	Added diagram Added detailed description/Samson Renumbered Flow	Modernization Partner (Jenny Connelly)
11/21/00	3.1	Corrected Business Rules Diagram updated	Modernization Partner (Jenny Connelly)
12/8/00	3.3	Added Assumptions Added Business Rules Move Navigation links from Business Rules section to Navigation Links section (Nina 12/20/00)	Modernization Partner (Jenny Connelly & Nan Li)
1/10/00	4.0	Added NCS Comments	Modernization Partner
1/14/00	4.1	Added Alternate Flow Diagram	Modernization Partner
1/25/01	4.1.1	Revised Use Case Due to Wireframe changes Imbedded Basic Flow Wireframes	Modernization Partner
3/5/01	4.2	Added Federal to School Code Search where applicable Updated wireframes Replaced VC with TC in Business Rules section	Modernization Partner
3/5/01	4.3	Accepted changes.	Modernization Partner

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

## Table of Contents

1. Use Case Name: Federal School Code Verify Standalone	4
2. Actors	4
3. Assumptions	4
4. Pre-Conditions	4
5. Post-Conditions	4
6. Diagram	5
7. Alternate Flow Diagram	5
8. Flow of Events	6
10. Business Rules	18
11. Navigation Links	18
12. Referenced Use Cases	19

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

# Use Case Specification: Federal School Code Verify Standalone

## 1. Use Case Name: Federal School Code Verify Standalone

### 1.1 Brief Description

This use case describes how an Applicant completes the Federal School Code Verify outside of the Application. You can use the Federal School Code Verify to **Verify** a Federal School Code, if you are not sure of a school code and you want to double check that school code.

### 1.2 Note

- Navigation to get page-specific help messages is not documented in this use case. Please refer to “**FAFSA\_WEB\_Help.doc**” for more information.
- Description of concept, data, variables and database interactions is defined in “**FAFSA\_WEB\_Glossary.doc**.”
- Edit error process (validation and error display) is defined in “**FAFSA\_WEB\_Edit\_Error.doc**.”

## 2. Actors

#	Actor Name	Actor Type
1	Applicant	Primary

## 3. Assumptions

#	Assumptions
1	Applicant selects the “2000-2001” or “2001-2002” school year.
2	Applicant selects “verify” from the dropdown list.
3	Applicant selects <b>NEXT</b> .
4	Applicant selects <b>VERIFY</b> .
5	Applicant selects <b>EXIT</b> .

## 4. Pre-Conditions

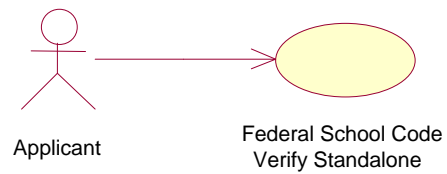
#	Pre-Conditions	Wireframe
1	Applicant begins at the home page	home.htm
2	Applicant selects: <b>BEFORE YOU BEGIN</b>	Before001.htm
3	Applicant selects: <b>FEDERAL SCHOOL CODE SEARCH</b>	Before005.htm

## 5. Post-Conditions

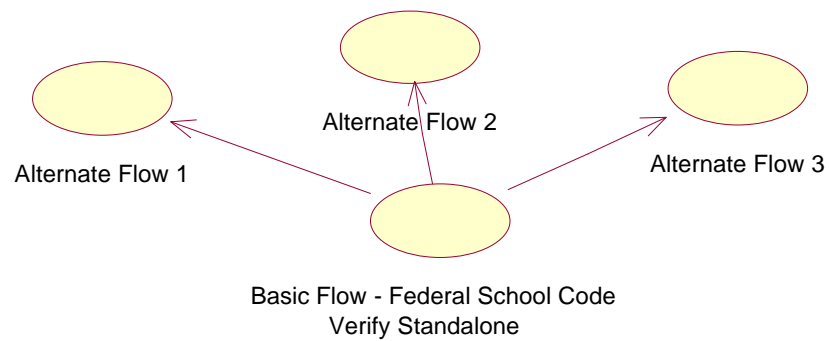
#	Post-Conditions	Wireframe
1	None	

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

## 6. Diagram



## 7. Alternate Flow Diagram



FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

## 8. Flow of Events

### 7.1 Basic Flow

Basic Flow				
#		Events	Data Elements	Wireframe
1	→	This use case begins when the Applicant chooses to perform a <b>FEDERAL SCHOOL CODE SEARCH</b> .		
2	←	<a href="#">System displays web page: Federal School Code Search</a>		Before005.htm
3.1	→	Applicant selects the “2000-2001” or “2001-2002” school year.	School Year Dropdown list => szSCLYEAR	
4	→	Applicant selects “verify” from the dropdown list.	Search/Verify Dropdown List	
	→	<b>NEXT</b>		

Before005.htm

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

<a href="#">PIN Site</a> <a href="#">Help</a> <a href="#">Contact Us</a> <a href="#">FAFSA FAQs</a> <a href="#">Site Map</a>	
<div style="border: 1px solid black; padding: 5px; width: 100px; float: left;"> <a href="#">FAFSA on the Web logo home</a> </div> <div style="text-align: center; margin-top: 10px;"> <b>FAFSA on the Web</b>  <b>Your Free Application for Federal Student Aid</b>  <b>U.S. Department of Education, Student Financial Assistance</b> </div>	
<a href="#">Discover Your Opportunities</a> <b>Before Beginning a FAFSA</b> <a href="#">Completing a FAFSA</a> <a href="#">FAFSA Follow-Up</a>	
<ul style="list-style-type: none"> <li>• <a href="#">Overview</a></li> <li>• <a href="#">Documents Needed</a></li> <li>• <a href="#">Pre-FAFSA Worksheet</a></li> <li>• <a href="#">Drug Conviction Worksheet</a></li> <li>• <a href="#">Signatures Required</a></li> <li>• <a href="#">Your PIN</a></li> <li>• <a href="#">Time to Complete</a></li> <li>• <a href="#">Student Eligibility</a></li> <li>• <a href="#">Deadlines</a></li> <li>• <a href="#">Federal School Code Search</a></li> <li>• <a href="#">Browser Requirements</a></li> <li>• <a href="#">Clearing Your Browser's Cache</a></li> <li>• <a href="#">Before Beginning a FAFSA FAQs</a></li> </ul>	<h3>Federal School Code Search</h3> <p>You can use the Federal School Code Search to:</p> <ul style="list-style-type: none"> <li>• <b>Search</b> for a Federal School Code, if you do not know the code for a school, or</li> <li>• <b>Verify</b> a Federal School Code, if you think you know the code for a school, but you are not sure.</li> </ul> <div style="background-color: #cccccc; padding: 10px; margin-top: 10px;"> <p><b>Which school year are you applying for?</b></p> <p>The 2000-2001 School Year (July 1st, 2000 - June 30th, 2001)  The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002)</p> <p>The school year corresponds to the FAFSA application you are completing. It is important to select the appropriate school year because a school name and its related federal code might have changed from one year to the next</p> <div style="float: right; border: 1px solid black; padding: 2px;"> Select ▼ </div> </div> <div style="background-color: #cccccc; padding: 10px; margin-top: 10px;"> <p><b>Do you want to Search or Verify a Federal School Code?</b></p> <p>Select <b>Search</b> from the dropdown box if you do not know your school's Federal School Code, but know the name of the school and the state where it is located.</p> <p>Select <b>Verify</b> from the dropdown box if you know the Federal School Code, and want to check to see that it is the correct school.</p> <div style="float: right; border: 1px solid black; padding: 2px;"> Select ▼ </div> </div> <div style="background-color: #cccccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"> <a href="#">Next, if Search Selected for 2000-2001 school year</a>  <a href="#">Next, if Search Selected for 2001-2002 school year</a>  <a href="#">Next, if Verify selected</a> </p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="background-color: #cccccc; padding: 10px; width: 40%;"> <a href="#">Need help with this page?</a> </div> <div style="background-color: #cccccc; padding: 10px; width: 40%; text-align: right;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Exit</div>  <a href="#">Exit</a> </div> </div>
<a href="#">Privacy &amp; Security</a>	

## Notes:

- Removed the following note from below "Search for School Code":

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

**Note:** Names of some schools are abbreviated in our database (for example, Saint is often abbreviated ST and Mount is often abbreviated MT) and it may be necessary for you to enter another part of the school's name (for example, JOHN for ST JOHN'S).

Search functionality should be coded so that user does not need to enter exact spelling as the database. For example the abbreviation "ST." should return entries with "Saint" in addition to those entries with "ST."

## URL Listing:

PIN Site: PIN/index.htm  
 Help: Help.htm  
 Contact Us: Contact.htm  
 FAFSA FAQs: FAQ001.htm  
 Site Map: Map.htm  
 FAFSA on the Web logo: home.htm  
 What To Expect?: What001.htm  
 Completing a FAFSA: Complete001.htm  
 FAFSA Follow-Up: Follow001.htm  
 Overview: Before001.htm  
 Documents Needed: Before003.htm  
 Pre-FAFSA Worksheet: Before012.htm  
 Drug Conviction Worksheet: Before013.htm  
 Signatures Required: Before008.htm  
 Your PIN: Before004.htm  
 Time to Complete: Before007.htm  
 Eligibility: Before002.htm  
 Deadlines: Before003a.htm  
 School Code Search: Before005.htm  
 Browser Requirements: BeforeBrowser\_Req.htm  
 Clearing Your Browser's Cache: Cache.htm  
 Before Beginning a FAFSA FAQs: Before010.htm  
 Next, if 2000-2001 School year selected: Before005a.htm  
 Next, if 2001-2002 School year selected: Before005b.htm  
 Next, if verify: Before005c.htm  
 Need help with this page?: app/page\_help/chelp\_FSC\_SA.htm  
 Exit: home.htm  
 Privacy & Security: SecPriv.htm

## Images Files:

TBD



FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

Basic Flow				
#		Events	Data Elements	Wireframe
5	←	<a href="#">System displays web page: Federal School Code Search</a>		Before005c.htm
6	→	Applicant enters data to: Enter School Code	=> szCOLCODE1, szCOLCODE2, szCOLCODE3, szCOLCODE4, szCOLCODE5, szCOLCODE6,  At least one of the code should not be blank when applicant clicks on <b>VERIFY</b>	
	→	<b>VERIFY</b>		

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

Before005c.htm

<p align="center"> <a href="#">PIN Site</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">FAFSA FAQs</a>   <a href="#">Site Map</a> </p> <p align="center"> <b>FAFSA on the Web</b>  <b>Your Free Application for Federal Student Aid</b>  <b>U.S. Department of Education, Student Financial Assistance</b> </p>							
<p> <a href="#">FAFSA on the Web logo home</a> </p>							
<p> <a href="#">Discover Your Opportunities</a>   <b>Before Beginning a FAFSA</b>   <a href="#">Completing a FAFSA</a>   <a href="#">FAFSA Follow-Up</a> </p>							
<ul style="list-style-type: none"> <li>• <a href="#">Overview</a></li> <li>• <a href="#">Documents Needed</a></li> <li>• <a href="#">Pre-FAFSA Worksheet</a></li> <li>• <a href="#">Drug Conviction Worksheet</a></li> <li>• <a href="#">Signatures Required</a></li> <li>• <a href="#">Your PIN</a></li> <li>• <a href="#">Time to Complete</a></li> <li>• <a href="#">Student Eligibility</a></li> <li>• <a href="#">Deadlines</a></li> <li>• <a href="#">Federal School Code Search</a></li> <li>• <a href="#">Browser Requirements</a></li> <li>• <a href="#">Clearing Your Browser's Cache</a></li> <li>• <a href="#">Before Beginning a FAFSA FAQs</a></li> </ul>	<p><b>Federal School Code Search</b></p> <p>If you know the federal school codes, then enter school code numbers to verify these are the correct schools (you may enter up to 6 federal code codes to verify):</p> <div> <p><b>Enter Federal School Code:</b> Valid values are: 000000-099999. The first position must be 0 (zero), B, E, or G.</p> <table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p align="center"><a href="#">verify</a></p> <p> <a href="#">Need help with this page?</a>   <a href="#">Exit</a> </p> </div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<p align="center"><a href="#">Privacy &amp; Security</a></p>							

## Notes:

- Removed the following note from below "Search for School Code":

**Note:** Names of some schools are abbreviated in our database (for example, Saint is often abbreviated ST and Mount is often abbreviated MT) and it may be necessary for you to enter another part of the school's name (for example, JOHN for ST JOHN'S).

Search functionality should be coded so that user does not need to enter exact spelling as the database. For example the abbreviation "ST." should return entries with "Saint" in addition to those entries with "ST."

PIN Site: PIN/index.htm

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

Help: Help.htm  
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 Eligibility: Before002.htm  
 Deadlines: Before003a.htm  
 School Code Search: Before005.htm  
 Browser Requirements: BeforeBrowser\_Req.htm  
 Clearing Your Browser's Cache: Cache.htm  
 Before Beginning a FAFSA FAQs: Before010.htm  
 Verify: Before005f.htm  
 Need help with this page?: app/page\_help/chelp\_FSC\_SA.htm  
 Exit: home.htm  
 Privacy & Security: SecPriv.htm

## Images Files:

TBD

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

Basic Flow				
#		Events	Data Elements	Wireframe
7	←	<a href="#">System displays web page: Federal School Code Search</a>		Before005f.htm
8.1	→	<b>EXIT.</b>		
		Use case ends.		

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

Before005f.htm

<p align="center"> <a href="#">PIN Site</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">FAFSA FAQs</a>   <a href="#">Site Map</a> </p> <p align="center"> <b>FAFSA on the Web</b>  <b>Your Free Application for Federal Student Aid</b>  <b>U.S. Department of Education, Student Financial Assistance</b> </p>																			
<div> <a href="#">FAFSA on the Web logo home</a> </div>																			
<p> <a href="#">Discover Your Opportunities</a>   <b>Before Beginning a FAFSA</b>   <a href="#">Completing a FAFSA</a>   <a href="#">FAFSA Follow-Up</a> </p>																			
<ul style="list-style-type: none"> <li>• <a href="#">Overview</a></li> <li>• <a href="#">Documents Needed</a></li> <li>• <a href="#">Pre-FAFSA Worksheet</a></li> <li>• <a href="#">Drug Conviction Worksheet</a></li> <li>• <a href="#">Signatures Required</a></li> <li>• <a href="#">Your PIN</a></li> <li>• <a href="#">Time to Complete</a></li> <li>• <a href="#">Student Eligibility</a></li> <li>• <a href="#">Deadlines</a></li> <li>• <a href="#">Federal School Code Search</a></li> <li>• <a href="#">Browser Requirements</a></li> <li>• <a href="#">Clearing Your Browser's Cache</a></li> <li>• <a href="#">Before Beginning a FAFSA FAQs</a></li> </ul>	<p><b>Federal School Codes</b></p> <p><b>Results for Federal School Code Number(s):</b></p> <table border="1"> <thead> <tr> <th>Federal School Code</th><th>School Name</th></tr> </thead> <tbody> <tr> <td>012095</td><td>ST MARY'S COLLEGE OF MARYLAND</td></tr> <tr> <td>000001</td><td>&lt;college V&gt;</td></tr> <tr> <td>000002</td><td>No Match Found</td></tr> <tr> <td>000003</td><td>&lt;college X&gt;</td></tr> <tr> <td>000004</td><td>No Match Found</td></tr> <tr> <td>000005</td><td>&lt;college Y&gt;</td></tr> </tbody> </table> <p align="right"> <input type="button" value="Try Again"/> </p> <p align="center"> <a href="#">Try Again</a> </p> <table border="1"> <tr> <td align="center"> <a href="#">Need help with this page?</a> </td><td align="center"> <input type="button" value="Exit"/> </td></tr> <tr> <td></td><td align="center"> <a href="#">Exit</a> </td></tr> </table>	Federal School Code	School Name	012095	ST MARY'S COLLEGE OF MARYLAND	000001	<college V>	000002	No Match Found	000003	<college X>	000004	No Match Found	000005	<college Y>	<a href="#">Need help with this page?</a>	<input type="button" value="Exit"/>		<a href="#">Exit</a>
Federal School Code	School Name																		
012095	ST MARY'S COLLEGE OF MARYLAND																		
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000002	No Match Found																		
000003	<college X>																		
000004	No Match Found																		
000005	<college Y>																		
<a href="#">Need help with this page?</a>	<input type="button" value="Exit"/>																		
	<a href="#">Exit</a>																		
<p align="center"><a href="#">Privacy &amp; Security</a></p>																			

## Notes:

- smoke-n-mirrors database search.

## URL Listing:

PIN Site: PIN/index.htm

Help: Help.htm

Contact Us: Contact.htm

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

FAFSA FAQs: FAQ001.htm  
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 Your PIN: Before004.htm  
 Time to Complete: Before007.htm  
 Eligibility: Before002.htm  
 Deadlines: Before003a.htm  
 School Code Search: Before005.htm  
 Browser Requirements: BeforeBrowser\_Req.htm  
 Clearing Your Browser's Cache: Cache.htm  
 Before Beginning a FAFSA FAQs: Before010.htm  
 Try again: Before005.htm  
 Need help with this page?: app/page\_help/chelp\_FSC\_SA.htm  
 Exit: home.htm  
 Privacy & Security: SecPriv.htm

### Image Files:

TBD

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

## 7.2 Alternative Flows

### Alternate Course 1

**Title:** Applicant chooses the “2000-2001” school year, and chooses to search.

**Assumptions:**

#	Assumptions
1	Applicant selects the “2000-2001” school year.
2	Applicant selects “search” from the dropdown list.
3	Applicant selects <b>NEXT</b> .

Alternate Flow				
#		Events	Data Elements	Wireframe
3.2	→	Applicant selects the “2000-2001” school year.	School Year Dropdown list => szSCLYEAR	
	→	Applicant selects “search” from the dropdown list.	Search/Verify Dropdown List	
	→	<b>NEXT</b> Continue at #3.2.1 in the <i>Federal School Code Search Use Case</i> .		

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

## Alternate Course 2

**Title:** Applicant chooses the “2001-2002” school year, and chooses to search.

### Assumptions:

#	Assumptions
1	Applicant selects the “2001-2002” school year.
2	Applicant selects “search” from the dropdown list.
3	Applicant selects <b>NEXT</b> .

Alternate Flow				
#		Events	Data Elements	Wireframe
3.3	→	Applicant selects the “2001-2002” school year.	School Year Dropdown list => szSCLYEAR	
	→	Applicant selects “search” from the dropdown list.	Search/Verify Dropdown List	
	→	<b>NEXT</b> Continue at #5 in the <i>Federal School Code Search Use Case</i> .		



FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

### Alternate Course 3

**Title:** Applicant chooses to try again.

**Assumptions:**

#	Assumptions
1	Applicant selects the “2000-2001” or “2001-2002” school year.
2	Applicant selects “verify” from the dropdown list.
3	Applicant selects <b>NEXT</b> .
4	Applicant selects <b>VERIFY</b> .
5	Applicant selects <b>TRY AGAIN</b> .

Alternate Flow			
#		Events	Wireframe
8.2	→	<b>TRY AGAIN</b> Continue at #2.	

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

## 9. Business Rules

#	Business Rules
1	The 2001-2002 School Year (July 1st, 2001 – June 30th, 2002)
2	By default, applicant can skip any data entry field. Fields that cannot be skipped will either have specification in Data Element field or have validation function ISNOTBLANK() listed for the variables that hold the input data, in Glossary.
3	The rules for verification are as following: <ul style="list-style-type: none"> <li>match is not case-sensitive</li> <li>exact match</li> </ul>
4	Applicant may enter codes into any of the six input fields. Therefore, need to verify every szCOLCODE? (where ? stands for 1-6) which is not blank.
5	Both the Federal school code search and code verification are put in the same page (wireframe before005.htm), but in different sections. Applicant can enter data into any fields in that page. When applicant clicks on the <b>VERIFY</b> button, the verify function is performed and hence, the data entered into the search section will be ignored; vice versa.
6	Both year 2000-2001 and year 2001-2002 verification will be handled within this application. Release 4.0 will not be used in this case
7	1. for school year 2000-2001, login the database with DSN alias <a href="#">FOTWMF01P</a> and access table <a href="#">FAFSAMF.TCPS2052</a> . 2. for school year 2001-2002, login the database with DSN alias <a href="#">FOTWMF12P</a> and access table <a href="#">FAFSAMF.TCPS2052</a> . Need to design a stored procedure to handle this database query in detailed tech design/implementation phase.

## 10. Navigation Links

#	Navigation Links
1	Selecting <b>EXIT</b> will continue at <a href="#">home.htm</a>
2	Selecting <b>FAFSA ON THE WEB LOGO</b> will continue at home.htm
3	Selecting <b>HOME</b> will continue at <a href="#">home.htm</a>
4	Selecting <b>PRIVACY &amp; SECURITY</b> will continue at SecPriv.htm
5	Selecting <b>WHAT TO EXPECT</b> will continue at What001.htm
6	Selecting <b>COMPLETING A FAFSA</b> will continue at Complete001.htm
7	Selecting <b>FAFSA FOLLOW UP</b> will continue at Follow001.htm
8	Selecting <b>OVERVIEW</b> will continue at Before001.htm
9	Selecting <b>DOCUMENTS NEEDED</b> will continue at Before003.htm
10	Selecting <b>PRE-FAFSA WORKSHEET</b> will continue at Before012.htm
11	Selecting <b>DRUG CONVICTION WORKSHEET</b> will continue at Before013.htm
12	Selecting <b>SIGNATURES REQUIRED</b> will continue at Before008.htm
13	Selecting <b>YOUR PIN</b> will continue at Before004.htm
14	Selecting <b>TIME TO COMPLETE</b> will continue at Before007.htm
15	Selecting <b>STUDENT ELIGIBILITY</b> will continue at Before002.htm
16	Selecting <b>DEADLINES</b> will continue at Before003a.htm
17	Selecting <b>FEDERAL SCHOOL CODE SEARCH</b> will continue at Before005.htm
18	Selecting <b>BROWSER REQUIREMENTS</b> will continue at BeforeBrowser_Req.htm
19	Selecting <b>CLEARING YOUR BROWSERS CACHE</b> will continue at Cache.htm
20	Selecting <b>BEFORE BEGINNING A FAFSA FAQ</b> will continue at Before010.htm
21	Selecting <b>PIN SITE</b> will continue at <a href="#">www.pin.ed.gov</a>

FAFSA on the Web Redesign	Version: 4.3
Use Case Specification: Federal School Code Verify Standalone	Date: 3/5/01

22	Selecting <b>HELP</b> will continue at Help.htm
23	Selecting <b>CONTACT US</b> will continue at Contact.htm
24	Selecting <b>FAFSA FAQs</b> will continue at FAQ001.htm
25	Selecting <b>SITE MAP</b> will continue at Map.htm
25	When testing, the domain name for PIN site is: //fasatest.test.ed.gov/ When in production, the domain name is: //www.pin.ed.gov/

## 11. Referenced Use Cases

#	Related Use Cases
1	Federal School Code Search - Standalone